

Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

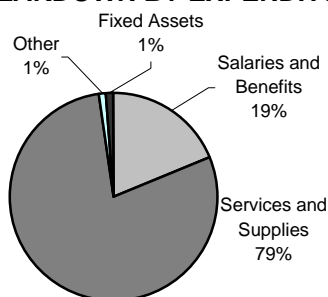
Mail/Courier Services provides interoffice, U.S. Postal, and courier service to departments, agencies, and special districts within the county. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Purchasing Department's Mail/Courier Services Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

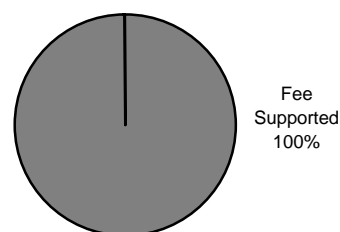
BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Actual 2004-05	Budget 2005-06
Appropriation	7,597,199	7,478,661	7,473,474	7,803,889
Departmental Revenue	8,030,748	7,648,362	7,902,243	7,918,800
Revenue Over/(Under) Expense	433,549	169,701	428,769	114,911
Budgeted Staffing		33.0		33.0
Fixed Assets	15,734	76,082	65,803	85,259
Unrestricted Net Assets Available at Year End	927,857		1,028,818	
Workload Indicators				
Inter-office mail pick-up and delivery	144,268	142,000	144,105	142,000
Inserting/Intel Insert	8,202,350	6,750,000	9,103,018	8,500,000
Folding/tab-label	12,489,207	9,750,000	11,507,766	11,500,000
Bus reply/postage due	241,262	264,000	315,270	300,000
Mail pieces processed	14,624,598	12,300,000	13,892,105	15,180,000

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

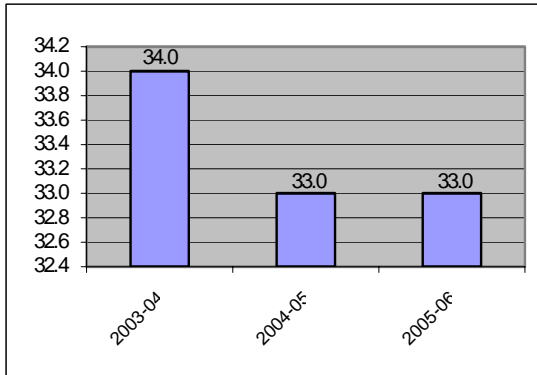
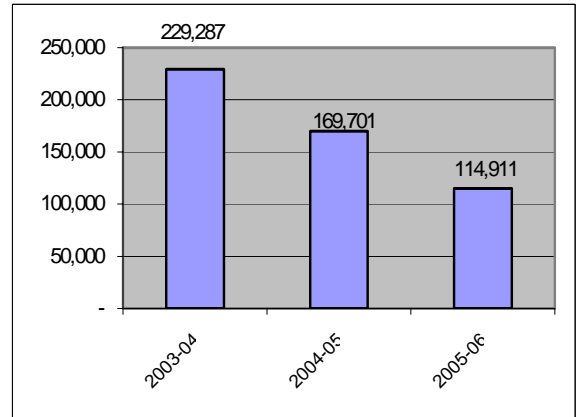


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$29,652.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

	2004-05 Actuals	2004-05 Final Budget	2005-06 Board Approved Base Budget	2005-06 Board Approved Changes to Base Budget	2005-06 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,137,213	1,330,018	1,410,642	65,607	1,476,249
Services and Supplies	6,259,757	6,032,421	6,102,934	104,643	6,207,577
Central Computer	4,209	4,369	4,619	-	4,619
Other Charges	3,484	4,040	4,040	986	5,026
Transfers	68,811	68,813	68,813	10,985	79,798
Total Appropriation	7,473,474	7,439,661	7,591,048	182,221	7,773,269
Depreciation	-	39,000	39,000	(8,380)	30,620
Total Requirements	7,473,474	7,478,661	7,630,048	173,841	7,803,889
<u>Departmental Revenue</u>					
Current Services	7,902,243	7,648,362	7,648,362	270,438	7,918,800
Total Revenue	7,902,243	7,648,362	7,648,362	270,438	7,918,800
Revenue Over/(Under) Exp	428,769	169,701	18,314	96,597	114,911
Budgeted Staffing		33.0	33.0	-	33.0
<u>Fixed Assets</u>					
Equipment	33,657	40,000	40,000	22,000	62,000
L/P Equipment	32,146	36,082	36,082	(12,823)	23,259
Total Fixed Assets	65,803	76,082	76,082	9,177	85,259



DEPARTMENT: Purchasing
 FUND: Mail Courier Services
 BUDGET UNIT: IAY PUR

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and benefits Increase of \$ 63,807 due mainly to a workers' compensation experience modification surcharge.	-	65,607	-	(65,607)
** Final Budget Adjustment - Mid Year Item Increase in costs of \$1,800 related to the Clerical Classification Study approved by the Board on April 5, 2005 #67. This increase in cost resulted in an increase in Current Services revenue of \$1,800.					
2.	Services and supplies Increase in postage costs due to an anticipated increase in demand for mail and courier services throughout the county.	-	104,643	-	(104,643)
3.	Other charges Increase in interest payments for non-intelligent inserting machine.	-	986	-	(986)
4.	Transfers Increased administrative fees transferred to Purchasing administrative oversight.	-	10,985	-	(10,985)
5.	Depreciation Decrease due to fully depreciated equipment.	-	(8,380)	-	8,380
6.	Current services Revenue is expected to increase to reflect the increased demand in mail and courier services throughout the county.	-	-	270,438	270,438
Total		-	173,841	270,438	96,597

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**

BOARD APPROVED CHANGES IN FIXED ASSETS

Brief Description of Board Approved Changes		Appropriation
1.	Increase in Equipment Increase due to the upgrade of the intelligent inserting machine.	22,000
2.	Decrease in Lease-Purchase of Equipment Decrease due to the final principle payments on a bottom sheet feeder.	(12,823)
Total		9,177

